

MINUTES

Leesburg Executive Airport

February 13, 2003

Discussion Notes: The February meeting of the Leesburg Executive Airport Commission was held in the terminal building of the airport, 1001 Sycolin Road SE, Leesburg, Virginia.

Commissioners Present:

Mr. Steve Axeman, Chairman, Mr. David Burton, Mr. Bill Whyte, Mr. Bob Jones, Mr. Stanley Caulkins and Mr. Robert Zoldos, Councilmember

Commissioners Absent:

Mr. Sidney Lissner, Vice Chairman

Staff Present:

Mr. Douglas McNeeley, Airport Director, Ms. Jackie Seipel, Administrative Associate, Mr. Terry Brant, Sr. Airport Maintenance Technician

Call to Order:

The February 13, 2003 Airport Commission Meeting was called to order at 7:30 pm.

Approval of Minutes:

Minutes for the January 22, 2003, **Corporate RFP Discussion/Work Session**, Mr. Bob Jones moved to accept minutes as written. Mr. Stanley Caulkins seconded the motion; all were in favor and motion carried.

Minutes for the regularly scheduled January 9, 2003 Commission meeting, Mr. Stanley Caulkins moved to accept minutes as written. Mr. Steve Axeman seconded the motion; all were in favor and motion carried.

Chairman's Opening Remarks:

- The Chairman described the current flight restrictions in the Washington DC airspace, ADIZ (Air Defense Identification Zone). The Chairman asked Mr. Don Robb, President AV-ED Flight School, to discuss any difficulties his students have been encountering. Mr. Robb responded, that the weather had kept them

from having much activity, but he is concerned about the upcoming weekend and the capabilities of the AFSS response time with a lot more aircraft doing pattern work.

- The Chairman advised all pilots to be careful and make sure your flight plans are filed accordingly.

Guest Speaker:

- Mr. Mark Lauder milk AOPA, Manager of Airport Support, distributed a handout put out by the Nations Capital Airspace Protection Group, Two weeks ago this group proposed a 55mile TFR (Temporary Flight Restriction) around the Washington, DC area including Leesburg. The AOPA was asked to put together some evidence and factual figures to show what the negative economic impact to the airports effected by this 55 mile radius. The AOPA was successful in halting this expansion of the TFR.

Petitioners:

- Mr. Tom Toth, Leesburg, Virginia, thanked the AOPA for dues well spent.
- Mr. Richard Marks, Leesburg, Virginia, suggested a lobbying effort to Congress and the Senate on behalf of the AOPA.
- Mr. Sam Legard, Leesburg, Virginia, suggested the economic impact figures should be given to the Town of Leesburg. Mr. Legard would also like to see the front entrance opened up again. The Director responded stated that a sidewalk will be poured and the fence will come down temporarily but the breezeway will be going away all together in future construction phases. Mr. Legard suggested the Commission invite a representative from AFSS to address the Commission.
- Mr. Dennis Boykin, Leesburg, Virginia, made suggestions to improve the ATC procedures at JYO.
- Mr. Ed Levine, Sterling, Virginia, explained his views of touch and go procedures at JYO.

Committee Reports:

- **Economic Development** / Mr. Stanley Caulkins gave a brochure to the Commission from Delegate Joe May about an “Overview of Aviation in Virginia”.
- Mr. Caulkins thanked Bob Zoldos for bringing the good performance of the airport staff to the attention of the Town Council after the most recent snowfall.

- **Operations/** Mr. Roy Steinfort suggested more lighting on the airport to keep trespassers and possible violators away.
- **Finance /** Mr. Dave Burton, Mr. Bob Jones, and Mr. Sidney Lissner/ None
- **Rules, Regulations and Minimum Standards/** Mr. Bill Whyte has requested input from the Commission about the Minimum Standards as it relates to the Corporate Hangar Franchise Agreement and future lease agreements.
- **Councilmatic Representative/** Mr. Robert Zoldos/ Thanked staff for an excellent job of snow removal after the most recent storm.
- Mr. Zoldos also addressed the **ADIZ**.
- Mr. Zoldos made a recommendation to the Commission, because of our country's heightened levels of alert, he recommends a Volunteer Medical Director to be assigned to the airport to assist in the event of a biological, etc. attack on Leesburg and vicinity. He plans to also bring this recommendation to the Town Council.

Airport Director Report:

West Side Safety Area – The remaining punch list items will be completed in the spring.

North Apron Project – This project will receive final inspection in the next two weeks. Aircraft have been assigned spaces and moved into place.

North Hangar Project – Punch list items continue to be addressed, particularly space heaters and hot water heaters in bathrooms. Three insulation contractors have given estimates and repair work is underway shortly.

Terminal Parking Lot – Light poles have been installed, but they cannot be energized until frozen water is removed

Terminal Building Project – Excavation work has begun, and attention will focus on the installation of utility lines. Weather permitting, excavation for the building foundation will begin shortly. The cold, wet weather experienced recently has slowed progress, but there is sufficient flexibility in the schedule at this point to make up for the time lost. Many lead times are on order. Weekly construction meetings are being held, as with other projects.

Snow Removal – To date, airport maintenance employees have responded effectively to 11 separate snow events. Last year we responded to just 2 events.

Public Relations – As part of community out reach efforts, a letter recently sent out to area Home Owner Associations (HOA's) to begin a dialogue about airport matters. Contact has also been made with Loudoun County Schools and 40 teachers and administrative personnel will be touring Leesburg Executive Airport to bring

the experience of aviation back to the students. *Loudoun Magazine* will be writing a feature article about the airport within a month.

Old Business:

Mr. Zoldos has e-mailed and briefed the Commission about the Strafford property. Currently, there is a Stower family rezoning application. Council will be making a decision on February 25, 2003. The property is slated to have apartment structures and single family housing. The people representing the Stowers are very aware of the Airport RPZ (Runway Protection Zone).

The Chairman has proposed a self service fuel survey to be conducted by the Commissioners and staff. A list of based customers will be provided by staff, the Chairman and Director will come up with a list of questions.

The Corporate Franchise Agreement has been distributed to the Commission as a draft marked up by the Town Attorney, although all changes had been made by staff it was at the request of the Town Attorney to have the Commission see his changes. A final copy was requested of staff with the changes highlighted.

New Business:

The Airport Director gave a presentation about future development of space at the airport. This development will be by Franchise Agreements. The south hangar and ramp space is in the Director's opinion the most practical place to begin. Mr. Bob Jones moved to go forward with the RFP process at the south end location. Mr. Dave Burton seconded the motion. All were in favor and motion carried.

Adjournment:

At 8:50 pm Mr. Dave Burton moved to adjourn. Mr. Stanley Caulkins seconded the motion. All were in favor, motion carried.